

## Guidance notes:

### Please read carefully to help you when filling in this application form

#### Q1: What would you like your idea to be called?

This should be about five words detailing the works requested and the location e.g. children's playground on Beehive Estate / lighting at Penrose Street / planting and greening at Trinity Park.

#### Q2: What is your idea?

Please include a brief description of the idea, what issue your idea will solve or what you hope to achieve through your idea.

#### Please submit separate applications for different ideas.

CGS Capital funding is for permanent improvements and physical items.

What is **not** eligible for funding:

- Temporary improvements, community days or workshops
- CCTV
- Internal works on housing property – e.g. security doors, door entry systems, internal communal area decorations. Outside areas open to the general public ARE eligible for funding
- Works on private property unless there is a long-term guarantee of public access or a demonstrable public benefit.

If your idea is for temporary improvements, you may be eligible for revenue funding through another programme. Groups can apply for the Neighbourhoods Fund for street cleaning, Community Challenge days where volunteers can get together to brighten up their streets or communal areas e.g. clearing overgrown areas or paths, building planters and window boxes, removing debris from disused land or brightening up areas to make them visible and safe.

For more information on how to apply for the Neighbourhoods Fund, please contact the Empowering Communities Programme Team by:

Email [neighbourhoods.fund@southwark.gov.uk](mailto:neighbourhoods.fund@southwark.gov.uk)

Telephone 020 7525 1019

Or visit [www.southwark.gov.uk/neighbourhoodsfund](http://www.southwark.gov.uk/neighbourhoodsfund)

You will be advised if your idea is more suitable for the Neighbourhoods Fund and you will be asked to make a separate application to that programme.

#### Q3: How will your idea benefit the area?

We would like to know how your idea will benefit the local area, residents and, if applicable, the wider community. All necessary permissions will need to be secured before the project begins, e.g. owner's consent, planning permission.

#### Q4: Location of your proposed project?

Please try to give as much information as possible about where your idea is to be located e.g. outside house number \_x\_, street name, closest park entrance if your idea is in a park. Include a map showing the exact location and photographs if available.

#### Q5: Cost – how much do you think your idea would cost?

- If you have an estimate of costs or quotations for your idea, please provide these
- With most capital funding awards, council officers will be responsible for carrying out the work. After the closing date, council officers will assess final costs. We will undertake a feasibility study and as a result may amend the costs that you have submitted
- With grant requests, you are required to complete an initial assessment form and are responsible for assessing costs.

#### Q5A: Grants cannot be paid to individuals.

Grants are only payable to constituted organisations. You will need to find an organisation which will apply for and manage a grant on your behalf if you are an individual. This must be organised in advance of the application and must be paid to a single organisation. Grants cannot be split between multiple organisations.

Groups who submit a grant application will be asked to provide more information on their organisation before a decision is made. If awarded a grant, groups will need to meet our monitoring requirements. The list of requirements is available under the 'Applications' section of our web page [www.southwark.gov.uk/cleanergreenersafer](http://www.southwark.gov.uk/cleanergreenersafer).

For all grants over £5,000, you will be asked to seek three quotations for works to ensure value for money.

If your idea includes an element of public art, please contact the Culture and Events team for advice on commissioning process and budget. All public art will require approval from the Culture and Events team. For grants over £5,000, you will be required to deliver the project according to the best practice guidance in public art commissioning.

To download this guidance, visit the 'Public Art' section on our webpage [www.southwark.gov.uk/events-culture-and-heritage/advice-and-guidance/public-art](http://www.southwark.gov.uk/events-culture-and-heritage/advice-and-guidance/public-art).

Unless a design competition has taken place, please do not name an artist in the application. An artists' brief should be developed to advertise the commission opportunity once the grant is awarded. If this process has already taken place and a winning design selected, we will require evidence of this as part of your supporting documents. For further information, please email the Culture and Events team at [culture@southwark.gov.uk](mailto:culture@southwark.gov.uk).

Capital grants are normally paid on completion of works, not in advance. No works can start until all monitoring information has been approved by an officer.

#### Q6: Please specify how your project is cleaner and / or greener and / or safer.

- Ideas for cleaner: bin storage, schemes to deter fly tipping, designing out grotspots.
- Ideas for greener: tree and flower planting, community gardens, wildlife areas.
- Ideas for safer: lighting, fencing, bicycle storage to prevent theft.
- Or a mixture of all three: children's playgrounds (works to existing or new playgrounds), ball courts, picnic areas, hard and soft landscaping to improve an area. Any idea that makes your area cleaner greener and safer will be considered.

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### Q7: Have you approached any other organisation / group for funding?

We need to know if you have applied to any other organisations / groups for funding for your proposed idea. If yes, who did you apply to and were you successful? We welcome projects that might have part funding from elsewhere. Please note this is desirable but not essential. We also need to know if you or your organisation has received any funding from Southwark Council or elsewhere in the last 12 months. Failure to provide this information may result in a withdrawal of CGS funding.

### Q8: Have you talked to a council officer about your idea and if so, who?

We would like to know if you have spoken to council officers about your project already and if they support your idea. Please give the name(s) and departments(s), if known, of all contacts.

### Q9: Please tell us if you have support for your idea and if so, from whom?

You must detail some evidence of support for your idea. Support can come from your neighbours, tenants or residents association, housing office, police, faith group, youth club, other groups or individuals. You can attach supporting documents or photographs to your online application form. Alternatively, email as attachments to [cgs@southwark.gov.uk](mailto:cgs@southwark.gov.uk).

### Q10: Where did you hear about CGS?

Please tell us where you heard about CGS. This information helps us to make sure we are reaching as many people in Southwark as possible. We may contact you to discuss your views on CGS.

### Q11: About you

Please give your name and contact details, including your contact phone number, as we may need to speak to you to discuss the details of your idea. Please also tell us if you are applying on behalf of an organisation and, if so, tell us what position you hold (e.g. Chair of TRA, board member of not for profit organisation or any other organisation).

If you need more help with your application, please contact the CGS team by:

Email [cgs@southwark.gov.uk](mailto:cgs@southwark.gov.uk)  
Or telephone **020 7525 4077**

By post:

**Cleaner Greener Safer  
Highways – Community Projects  
Third floor Hub 2  
Department of Environment and Leisure  
PO Box 64529  
London SE1P 5LX**

If you think your idea would be better suited for the Neighbourhoods Fund, please contact the Empowering Communities Programme by:

Email [neighbourhoods.fund@southwark.gov.uk](mailto:neighbourhoods.fund@southwark.gov.uk)  
Telephone **020 7525 1019** or visit  
[www.southwark.gov.uk/neighbourhoodsfund](http://www.southwark.gov.uk/neighbourhoodsfund)

The Neighbourhoods Fund has a separate application form.

If your idea is on the public highway, it may be considered for Devolved Highways funding instead of CGS. Both programmes use this same form. For more information, contact the Transport Projects team by:

Email [highways@southwark.gov.uk](mailto:highways@southwark.gov.uk)  
Or telephone **020 7525 2461**



## What happens next?

### 1. When we receive your application, council officers will look into your idea in more detail. They will check:

- That the idea is feasible and fits the CGS or Devolved Highways criteria;
- How and when the idea might be implemented;
- How much the idea might cost;
- Whether the idea is sustainable.

You will be advised if your idea is more suitable for revenue funding and asked to apply to the Neighbourhoods Fund.

Sometimes, proposals may have to be adapted to meet local requirements or split into more than one application (we will contact you if your idea needs changes).

### 2. Your idea is then considered by your local ward councillors.

It is your local elected councillors who decide which proposals receive funding and how much. Results will be announced in early 2024.

### 3. If your idea is funded, you will be notified.

#### Your idea is then implemented as follows:

- Council officers will consult with everyone affected by your idea.
- If there is no support for your idea or permissions are not secured, your project will be cancelled and the funding returned to Council.
- Southwark procurement guidelines will be used to commission the best company to deliver your idea.
- Average delivery time is 10 months. However, complex proposals may require extra consultation, planning permission or other consents, or may be restricted by seasons or other unexpected circumstances such as discovery of contaminated land or archaeological remains.
- If we are unable to deliver your idea within two years, we will undertake a review and councillors may reallocate the funding to other ideas.

- You will be kept updated of the progress of your project throughout.
- If you are awarded a grant you will be notified by letter of the conditions of grant. You must wait for the grants officer to approve your proposal plans before you commit to any spend. You should aim to deliver your scheme within one year of award.

### 4. If your idea is not funded, you will be notified.

For other possible sources of funding go to:

[www.communitysouthwark.org](http://www.communitysouthwark.org)

[www.ustsc.org.uk](http://www.ustsc.org.uk)

### 5. The council is always looking for ideas for future projects.

Suitable and eligible ideas for other sources of council funding are welcome.

#### Checklist

1. Have you answered ALL 11 questions on the application form AND checked that your answers comply with the guidance notes?
2. Have you filled in ALL your contact details?
3. Have you gathered evidence of support for your project, e.g. letter or petition etc (if applicable)?
4. Have you included details of other funding applied for (if applicable)?
5. Have you completed the monitoring form (on page 7)?